



# USAID | ETHIOPIA

FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER:** 72066321R10015

**ISSUANCE DATE:** October 17, 2021

**CLOSING DATE/TIME:** November 1, 2021

**SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC to serve as USAID Senior Project Management Specialist in the Program office**

Dear Prospective Candidates:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1** of this solicitation. Incomplete or unsigned offers will not be considered. Candidates should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in the attachment.

Sincerely,

**Linda Gregory**  
**Supervisory Executive Officer**

**I. GENERAL INFORMATION**

1. **SOLICITATION NO.:** 72066321R10010
2. **ISSUANCE DATE:** 10/17/2021
3. **CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** 11/01/2021, no later than 5:00 p.m (EAT) (close of business).
4. **POINT OF CONTACTS:** Linda Gregory, Supervisory EXO and Fekadu Tamirate, HR Specialist, e-mail at [addisusaidjobs@usaid.gov](mailto:addisusaidjobs@usaid.gov).
5. **POSITION TITLE:** USAID Project Development Specialist
6. **MARKET VALUE:** \$27,642 – \$49,770 yearly i.e., equivalent to FSN - 12. In accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/Ethiopia. Final compensation will be negotiated within the listed market value. Salary will be paid in local currency at the exchange rate in effect when the payroll is processed.
7. **PERIOD OF PERFORMANCE:** Five (5) years. The services provided under this contract are expected to be of a continuing nature through a series of sequential contracts, subject to continued need, satisfactory performance, and the availability of funds.  
  
The expected period of performance will be from 03/01/2022 – 02/28/2027.
8. **PLACE OF PERFORMANCE:** *US Embassy, Entoto Road, Addis Ababa*, with possible travel as stated in the Statement of Duties.
9. **ELIGIBLE OFFERORS:** Cooperating Country Nationals (CCNs). "Cooperating country national" means an individual who is a cooperating country citizen, or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.
10. **SECURITY LEVEL REQUIRED:** Facilities access.

**11. STATEMENT OF DUTIES***1. General Statement of Purpose of the Contract*

As Deputy Team Lead for the Strategic Planning and Design Unit, this position is located in the Program Office (PRO) of USAID/Ethiopia and serves as the principal FSN in the Mission to provide advice to the PRO Director and Mission Management on program strategic planning, program development, and policy analysis. The incumbent advises senior USAID officials on policy issues associated with the implementation and management of the USAID strategy. The incumbent also provides an Ethiopian perspective, analysis, and strategic, and tactical input to all USAID perspective, analysis, and strategic, and tactical input to all USIAD projects and activities, and to any other

programmatic issues that may arise. This position also serves as the key interface on requests from USAID/Washington. As a Senior FSN, this position will also supervise 3-4 other staff serving both as a supervisor and mentor. This position will also manage Mission special projects such as the Donor Pool Fund, implemented by UNDP. They will also be the COR of the mission-wide Organizational Design Activity which provides support to design and development activities across the mission. An emphasis of this position will be placed on providing programmatic support to the entire Mission portfolio. The Program Office is a "central clearing-house" for Mission information. Program Office staff are required to understand the internal operations of the USAID mission and programs, regional US Government initiatives and programs, and USAID Washington requirements, as well as understand the Ethiopian political and policy environment in which we operate. In FY2020 the USAID Mission received approximately \$920 million to address a variety of development objectives within Ethiopia. As such, the Senior Project Development Specialist is responsible for work assigned through the Program Office requiring quality outputs, rapid turn around, and ability to work with minimal supervision. The incumbent may be responsible for briefing USAID senior management and senior Government of Ethiopia (GOE) officials on issues as necessary and leading Program Office initiatives or requirements. This position is expected to have strong communications skills and be able to respond to customers, both internal to USAID and external, in a customer-service oriented office.

The Senior Project Development Specialist will liaise with USAID technical and support offices to gather information on performance, successes, and procurement planning. As Senior FSN, the incumbent guide their team to provide coordinated support across the entire mission portfolio and offices. He/she will be required to act and make decisions independently, while serving as an essential part of the Program Office Team. The Senior Project Development Specialist will attend internal and external meetings representing USAID on issues related to policy formation, USAID activities, and reporting and planning requirements. Meetings may include senior USG staff, Government of Ethiopia officials, senior representatives from donor agencies and key NGO representatives. The incumbent is also responsible for regular duties of the Program Office, which may include the following: serve as Contract or Agreement Officer's Representative (COR/AOR) for programs managed by the Program Office; assist with annual reporting and planning processes; develop and draft Mission Orders; and develop procedures and tools that will assist the technical offices in improving work flow, efficiency and effectiveness. The incumbent may also manage the Global Development Alliance portfolio and draft or contribute to Mission strategy documents, scopes of work, memoranda of understanding, action memos, program descriptions and other documents as required.

## *2. Statement of Duties to be Performed*

### **Management and Supervision:**

**35%**

1. Assists in managing the Office, serves as Deputy Strategic Planning and Design Unit Team Lead and serves as Acting Team Leader in their absence.
2. Supports the management of the annual reporting requirements, including the development of the operational plan and Performance Plan and Report (PPR)
3. The incumbent may also serve as acting PRO Office Director. This would include

managing all three sub-teams, including the Project Design Team, the Learning Team, and the Budget Team.

4. The Senior Project Development Specialist will supervise up to three Program Office staff at least two FSNs (FS-11 Gender Advisor and FSN-10 Project Development Specialist) and 1 local hire USPSC Program Officer (GS-13). These staff will also serve as FSN backstops within their team. These backstops provide direct support to technical offices.

5. They will also manage special ad hoc projects, such as mid-CDCS stock-taking exercises and the design of new mission activities.

6. Serve as COR to Organizational Design Activity

7. They will also assist Senior Mission Management in donor coordination efforts. This includes support for the annual Project Contribution to the UNDP. This activity supports donor coordination with the GOE across Ethiopia.

**Leads Project Design Implementation:**

**35%**

1. Functions as Senior FSN in the Mission for overall policy analysis and program development. Prepares policy analyses on the Mission portfolio and makes recommendations to the Mission Management (Director, Deputy Directors, OAA and PRO Directors) on programmatic strategy. Ensures high quality substance and direction for the Mission portfolio.

2. Provides guidance on new project designs, including managing design processes, drafting key sections of project documentation, ensuring adequate technical, economic, financial, environmental, and social analyses and fulfillment of the pre-obligation requirements, notifying USAID/W and Congress, and negotiating with counterpart institutions (at both technical and directorial levels) in matters related to the design process.

3. Drafts and edits documents relating to the authorization, obligation, implementation, and reporting for the bilateral portfolio and manages Mission processes (in coordination with technical and staff offices) to ensure their timely approval.

4. Advises in the preparation of scopes of works for contracts and program descriptions for assistance -related to the design, implementation, and evaluation of projects and activities, and (in coordination with technical offices) decides on the acceptability of proposals.

5. In collaboration with technical offices, initiates contacts and participates in negotiations with counterpart and other donor officials (at Ministerial, Vice-Ministerial, Directorial, and technical levels) relating to the implementation and presentation of USAID's portfolio in assigned strategic area(s).

6. Ensures compliance with USAID regulations and Mission procedures in areas such as quality control of documentation, counterpart reporting, compliance with conditions precedent, and review of work plans in assigned strategic areas. This requires coordination the activities of project managers, counterparts, and other support offices, identifying problem-solving measures, and briefing senior Mission management.

7. Coordinated and manages major reporting and monitoring tasks such as Portfolio Reviews, the Operational Plan, the Performance Plan and Report, and USAID's Portion of the Embassy's Mission Strategic Plan and Integrated Country Strategy. This includes setting the agenda, tracking follow-up actions, and advising the PRO Director and/or

Mission management of any concerns.

**Strategy Development/Programming/Analysis**

**15%**

1. Based on knowledge of Ethiopia, assists Mission management in the identification of options/strategies to promote broad-based, sustainable development.
2. Ensures the cross-sectoral consistency of strategies in assigned areas by coordinating input from relevant offices and consulting with Mission Management/counterparts.
3. As a Senior member of the PRO Office, provides input into the development of policy agenda, evaluation plans, and performance management systems.
4. Advisees Office Chief(s) in assigned sector(s) on programming of USAID resources and budget analysis of projects activities within the sector(s).
5. Analyzes and prepares precise, accurate, factual, and analytical reports and indicators dealing with major developmental issues which affect USAID strategy and objectives. Prepares or supervises the preparation of these into presentations of political and social-economic developments in Ethiopia.

**Cross-Sectoral Support**

**15%**

Actions/issues that are cross-sectoral in nature, and therefore are not the responsibility of any one technical office, will be assigned as appropriate. Below are examples of such responsibilities.

1. Maintains relationships with GOE officials responsible for monitoring donor and counterpart contributions.
2. With the Financial Management Office, may track compliance with audit findings across the Mission's portfolio.
3. Acts as primary Mission policy advisor on the ADS as relates to program design, implementation, and funds obligation.
4. Participates in and manages cross-sectoral analyses (e.g. youth) in conjunction with technical offices and counterparts.
5. As necessary, drafts and reviews Mission Orders, Automated Directive System chapters, and other relevant guidance.

*The contractor is eligible for travel to the U.S., or to other locations abroad, for training, for temporary duty, or to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.*

**3. Supervisory Relationship**

As their Deputy, the incumbent will report to the Strategic Planning and Design Unit Team Lead in the Program Office. It is expected that he/she will consult with the Officer on USAID requirements, Program Office responsibilities and assigned duties, but that he/she will independently perform the duties and responsibilities in a manner which is highly collaborative with and supportive of the technical teams.

**4. Supervisory Controls**

The Senior Project Development Specialist will supervise up to three Program Office staff at least two FSNs (FS-11 Gender Advisor and FSN-10 Project Development Specialist) and 1 local hire USPSC Program Officer (GS-13).



## 12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

## II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a. **Education:** A Minimum of master's degree in Business Administration, Economics, International Public Administration, Evaluation, or other discipline related to host country economic, social, and/or democratic development.
- b. **Prior Experience:** A minimum of five years of progressively responsible, professional-level experience in program planning, design implementation, administration of private and/or public sector development projects/programs, financial and policy analysis, economics, or a related field.
- c. **Language:** Level IV (fluent) in English and Amharic. The ability to communicate effectively in both written and spoken English.

## III. EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with candidates in accordance with [FAR 52.215-1](#). The CO reserves the right at any point in the evaluation process to establish a competitive range of candidates with whom negotiations will be conducted pursuant to [FAR 15.306\(c\)](#). In accordance with [FAR 52.215-1](#), if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of candidates in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

Rating factors are used to determine the competitive ranking of qualified offerors in comparison to other offerors. Offerors must demonstrate the rating factors outlined below within their resume, as they are evaluated strictly by the information provided. The rating factors are as follows:

### EVALUATION FACTORS

**EDUCATION (10 points):** Points will be given for (1) education above the minimum level and/or (2) specialized education pertinent to the position. and/or (3) specialized training pertinent to the position.

**WORK EXPERIENCE (40 points):** Points will be given for (1) experience above the minimum levels required, (2) specialized experience pertinent to the position, (3) experience in pertinent development assistance activities, (4) experience in development organizations that are large and/or international. At least 60% of qualifying work experience should have occurred in Ethiopia is required.

**KNOWLEDGE (25 points):** The incumbent should possess detailed knowledge of the

concepts and techniques associated with the design and implementation of development projects, as well as understanding of USG and GOE policies, relevant US legislation and foreign policy priorities, and the development needs of Ethiopia

**SKILLS AND ABILITIES (25 points):** The incumbent should have the skills necessary to analyze cross-sectoral issues relevant to the Mission's strategic objectives, communicate with technical offices, and assess the validity of development interventions. Strong organizational and management skills, analytical and research skills, and good social and professional judgment are essential skills to this position. Strong interpersonal skills in cross-cultural and multi-level settings are essential with the ability to work with senior level governmental officials and maintain collaborative working relationships within a team structure. Excellent written and communications skills are essential with the ability to edit text and Mission reporting. Strong computer skills are required, and the incumbent should be a self-starter.

#### **INTERVIEW PERFORMANCE (100 points)**

**BASIS OF RATING:** Candidates who meet the Minimum Qualifications will be evaluated in accordance with the Evaluation and Selection Factors.

Candidates should address these factors in the offer package, describing specifically and accurately what experience, training, education and/or awards they have received as it pertains to the factors. Failure to address the Evaluation and Selection Factors may result in not receiving credit for all pertinent experience, education, training and/or awards.

The **highest-ranking applicants** may be selected for an interview and writing test. Interviews may be conducted either in person or by telephone/video call at USAID's discretion. Final rating and ranking for the candidates will be based on the initial evaluation of the applications, interview performance, and writing test. USAID/Ethiopia will not pay for any expenses associated with interviews.

Note: Satisfactory Professional Reference Checks – Pass/Fail (no points assigned)

Reference checks will be conducted for the highest-ranking candidates. Please be advised that references may be obtained independently from other sources in addition to the ones provided by an offeror. If a candidate does not wish USAID to contact a current employer for a reference check, this should be stated in the candidate's cover letter, and USAID will not contact those references without contacting the candidate.

#### **IV. SUBMITTING AN OFFER**

Eligible Offerors are required to complete and submit

1. the offer form DS-174 (Application for U.S. Federal employment) along with a cover letter. The DS-174 Application form can be found in the U.S. embassy website <https://et.usembassy.gov/embassy/jobs/>; or <https://www.usaid.gov/ethiopia/work-with-us/careers/ds-form-174-ccn-application>.

2. a resume in English
3. a written statement that responds to the requirements of the position (Section III: Evaluation and Selection Factors), and
4. contact information for a minimum of three and a maximum of five references, including at least two references with direct knowledge of the offeror's past performance.

**Further Guidance:**

Offers must be submitted to the Point of Contact identified in Section I, item 3, by the closing date and time specified in the same section..

To ensure consideration of offers for the intended position, offerors must prominently reference the Solicitation Number in the offer submission.

Application must be submitted **ONLY** via *addisusaidjobs@usaid.gov* and the email subject must say— solicitation **72066321R10010, USAID Senior Project Management Specialist. Be sure to include your name and the solicitation number at the top of each page.**

Please do not submit more than one application; and

Late and incomplete applications will not be considered; the application must be submitted before or on the closing date at local Ethiopia time 5 p.m. (Local Ethiopia, Addis Ababa Time, or EAT).

**V. LIST OF REQUIRED FORMS PRIOR TO AWARD**

The Contracting Candidates will provide instructions about how to complete and submit the following forms after an offeror is selected for the contract award:

1. Medical History and Examination Form (Department of State Forms)
2. Questionnaire for Non-Sensitive Positions (SF-85)
3. Fingerprint Card (FD-258)

**VI. BENEFITS AND ALLOWANCES**

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

1. **BENEFITS:**  
Group life insurance, medical coverage, annual leave and sick leave.
2. **ALLOWANCES (as applicable):**  
Meal allowance and miscellaneous benefit allowance.



## VII. TAXES

Cooperating Country Nationals are expected to comply with all relevant Ethiopian laws and regulations.

## VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing CCN and TCN PSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, “Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad,” including **contract clause “General Provisions,”** available at [https://www.usaid.gov/sites/default/files/documents/1868/aidar\\_0.pdf](https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf)
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>. Pricing by line item is to be determined upon contract award as described below:

### LINE ITEMS

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTIT Y (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	<b>Base Period - Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Cost - Product Service Code: <i>[e.g. R497]</i> - Accounting Info: <i>[insert one or more citation(s) from Phoenix/GLAAS]</i>	1	LOT	\$ _TBD_	\$_TBD at Award after negotiation s with Contractor_

3. **Acquisition & Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs)** for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>
4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch,**” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2 and 5 CFR 2635**. See <https://www.oge.gov/web/oge/nsf/OGE%20Regulations>.
5. **PSC Ombudsman**  
The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered into a contract with the United States Agency for International Development and is available to provide clarity on their specific contract with the agency. Please visit our page

for additional information: <https://www.usaid.gov/work-usaid/personal-service-contracts-ombudsman>.

The PSC Ombudsman may be contacted via: [PSCOmbudsman@usaid.gov](mailto:PSCOmbudsman@usaid.gov).

***EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission in Ethiopia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. USAID/Ethiopia also strives to achieve equal employment opportunity in all personnel operations.***

***The EEO complaint procedure is available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.***